



Counseling & Academics

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Department of Counseling and Student Development

The Department of Counseling and Student Development believes that it is essential to use your time at Long Beach City College effectively to make your dreams a reality. All of us need to achieve balance in our lives to be successful, and student life poses special challenges of planning deadlines, course-work and/or other responsibilities. Therefore, we are committed to offering a variety of counseling opportunities to students in order to assist and facilitate positive student development. The services we offer are:

Academic Counseling: Discuss any concerns you may have about attending college, identifying goals and selecting the courses to meet certificate, associate of arts/science and/or transfer requirements. Learn how to successfully transfer to a four-year university. Receive assistance in researching and choosing the right university based on your needs.

Career Counseling: Explore career possibilities through the guidance of career counselors and use of computers, research materials and assessment.

Personal Counseling: Discuss personal issues that may affect your academic performance. A licensed clinical psychologist is also available to meet with you.

How to Schedule an Appointment with the Counselor

All students must have a student ID in order to make a Counseling Appointment. You may obtain a student ID by completing and submitting the Admissions application. International Student Counselor is only available at LAC campus.

1. You may call 562-938-4560 or 938-4561 for an appointment. Since there are a limited number of appointments available, we recommend that you call early in the week (Monday mornings) to schedule an appointment for the following week.
2. You can also visit the Counseling Center (Building A) to schedule an appointment in person. Fill out the Counseling Appointment Request Form available in the Counseling Center. The best time to come in to schedule an appointment is on Monday mornings.
3. Please request to see the “International Student Counselor” or request to see “Judy Oh”.
4. If you must see the counselor but an appointment is not available, please check the counselor’s office door for office hours (the hours will be posted outside of A-155). The office hours are available to assist students with simple questions and/or urgent matters.

****Please schedule an appointment early in the semester. Due to many students requesting an appointment later on in the semester, you may not be able to set up an appointment during registration time.***

LBCC ASSESSMENT

The purpose of the assessment is to identify the reading, writing, and math skill levels of LBCC students so that they will enroll in courses that are appropriate for their skill levels. There are four sections to the assessment. It will take approximately 4 hours and 30 minutes to complete.

	Questions	Minutes	Passing Score	Placement
Reading	45	45 min.	35+	Meets proficiency
Writing	40	35 min.	N.A.	English/ESL
Essay	1	40 min.	N.A.	English/ESL
MATH (Choose one)				
Algebra Readiness	50	45 min.	26 +	Math 110
Elementary Algebra	50	45 min.	26 +	Math 130
Intermediate Algebra	45	45 min.	19 +	Math 37, 45, Stat 1

How to sign up for Assessment

If you have not completed the assessment and you would like to sign up for all four sections, you can register online at the Assessment Center website. The address is <http://matric.lbcc.edu>

If you need to take only one part of the assessment, you will need to call the Assessment center at 562-938-4049 or go to the office located at LAC - Bldg. W120.

Choosing the right Math assessment

There are three math assessments to choose from. You have to choose the right assessment in order to enroll in a Math course that would be appropriate for you.

Degree Objective	Math Required	Assessment
Certificate	None Required	Complete Pre-Algebra
AA/AS (2-year)	Math 110	Complete Elementary Algebra
Transfer (4-year)	Math 37, 45, 40 or Stat 1	Complete Intermediate Algebra

1. **Pre-Algebra:** If you receive a passing score on this assessment, you will be eligible for Math 110 (Elementary Algebra).
2. **Elementary Algebra:** If you receive a passing score on this assessment, you will be eligible for Math 130 (Intermediate Algebra) and Math 120 (Geometry).
3. **Intermediate Algebra:** If you receive a passing score on this assessment, you will be eligible for Math 37 (Finite Math), Math 45 (College Algebra) and Statistics 1.

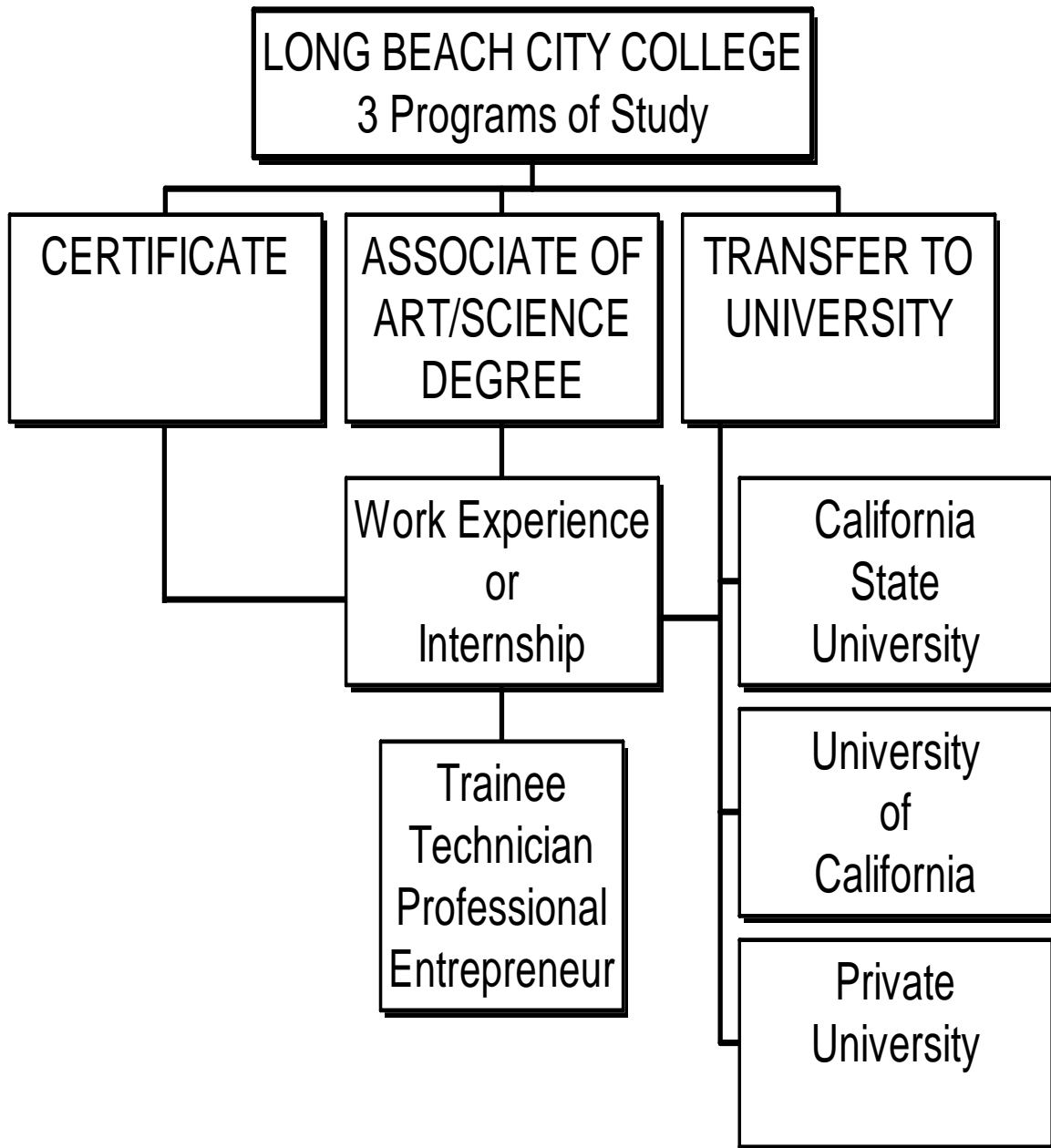
In order to graduate with an AA degree, you must pass the **Elementary Algebra** assessment if you do not wish to take any Math course.

In order for you receive a bachelor's degree (4-year degree), you must complete a college level math course (i.e. Math 37, 40, 45 or Statistics 1). Therefore, you should take the **Intermediate Algebra** assessment.

Repeat Policy: You may repeat any of the assessment after 5 months. For Math assessment, if you wish to take a different level assessment, you do not need to wait 5 months. (For example, if you complete Intermediate Algebra assessment and you wish to take Elementary Algebra level, you do not need to wait 5 months. However, if you take the Intermediate Algebra assessment and wish to retake the same assessment, you must wait 5 months.)

If you wish to enroll in Math 40 (Trigonometry), Math 50 (Pre-Calculus), Math 60 (Calculus) or higher, you must meet with the Math department head so that he/she can evaluate your previous Math courses that were taken in high school or outside of U.S. for Math placement.

COLLEGE-TO-CAREER



Certificates, Associate Degrees and Transfer Programs

Completion Certificate: Certifies competency in a certain area

Examples: *Office Computer Skills*
 Home Health Aide
 Legal Secretary

Career Certificate: One or two year programs in occupational/technical areas which provide training in job skills and employment opportunities

Examples: *Accounting*
 Aviation Pilot
 Hotel Management
 Recording Engineer
 Travel Industry

Associate Degree: Two-year college degree which includes general education and major courses

Examples: *Culinary Arts*
 Fire Science
 Photography
 RN (Nursing) Program

Transfer Program: General education and major courses taken to complete freshman and sophomore (lower division) requirements for transfer to a university (i.e., CSU-Long Beach, UC-Irvine, USC, etc.)

Examples: *Biological Sciences*
 Business Administration
 Film
 History
 Psychology

Educational Options Chart

See the chart below to see the set of courses that must be completed in order to complete your degree objective.

COMPLETION CERTIFICATE	CAREER CERTIFICATE	ASSOCIATE DEGREE	TRANSFER PREPARATION
Field of Concentration (Major Courses)	Field of Concentration (Major Courses)	Field of Concentration (Major Courses)	Field of Concentration (Major Courses)
		General Education Courses Plan A	General Education Courses Plan B – CSU Plan C – UC/CSU
		Proficiencies and Information Competency	
		<i>Elective Courses</i>	<i>Elective Courses</i>
18 units or less	18 units or more	60 Degree Applicable Units (Course # : 1-599)	60-70 Transferable Units (Course # : 1-99)

Major courses: Planned series of courses in one particular field designated to develop special skills or expertise. For example, if you want to major in Business, you must take courses in Business.

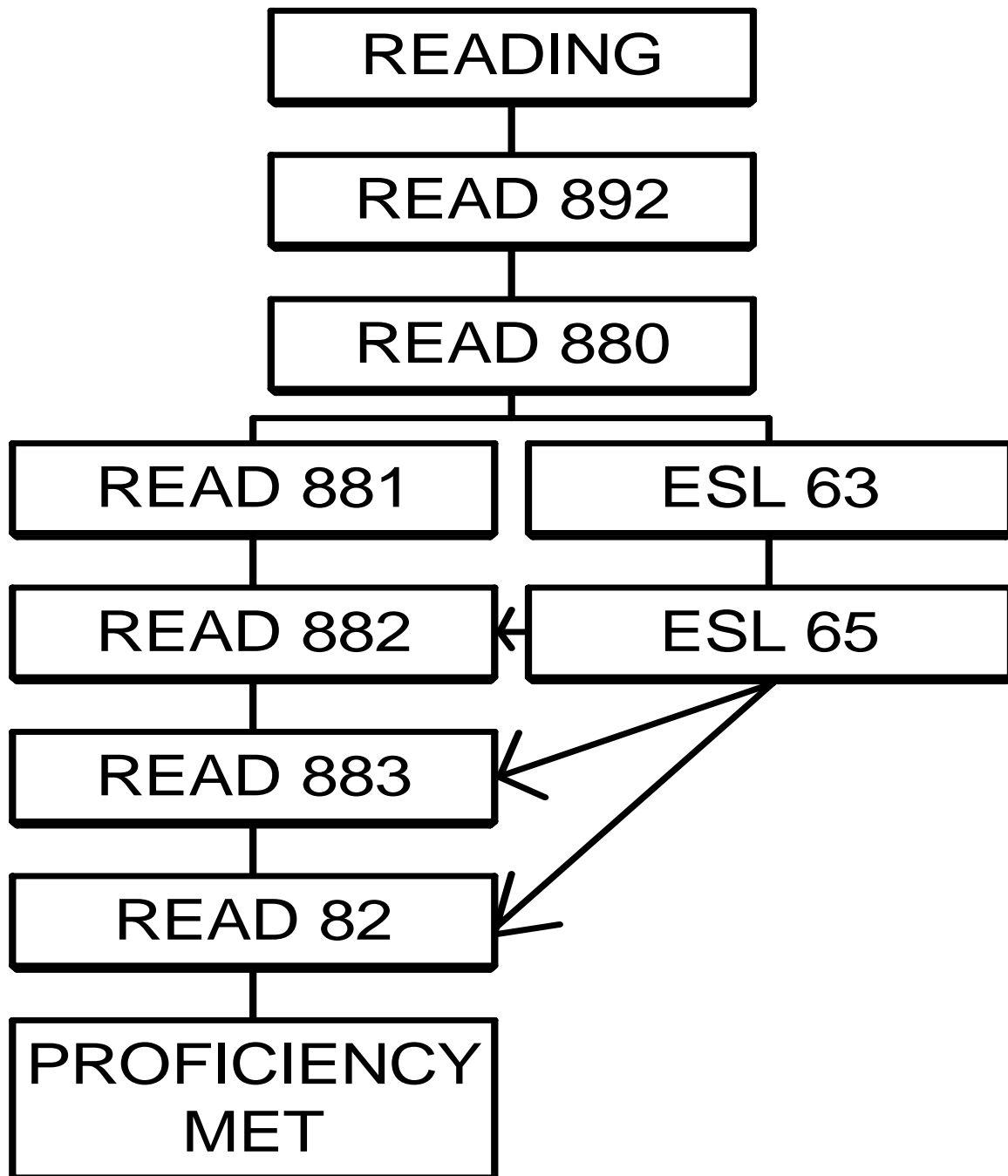
General Education courses: A group of courses, in varied areas of the arts and sciences, designated by a college as one of the requirements for a degree. Regardless of your major, all students pursuing an AA/AS degree or transferring to a 4-year university must complete a General Education Pattern as part of the requirements.

Electives: Courses which are not required for the major or general education, but which are acceptable for credit. An elective course may be in the student's major area of study or *any department* of a college.

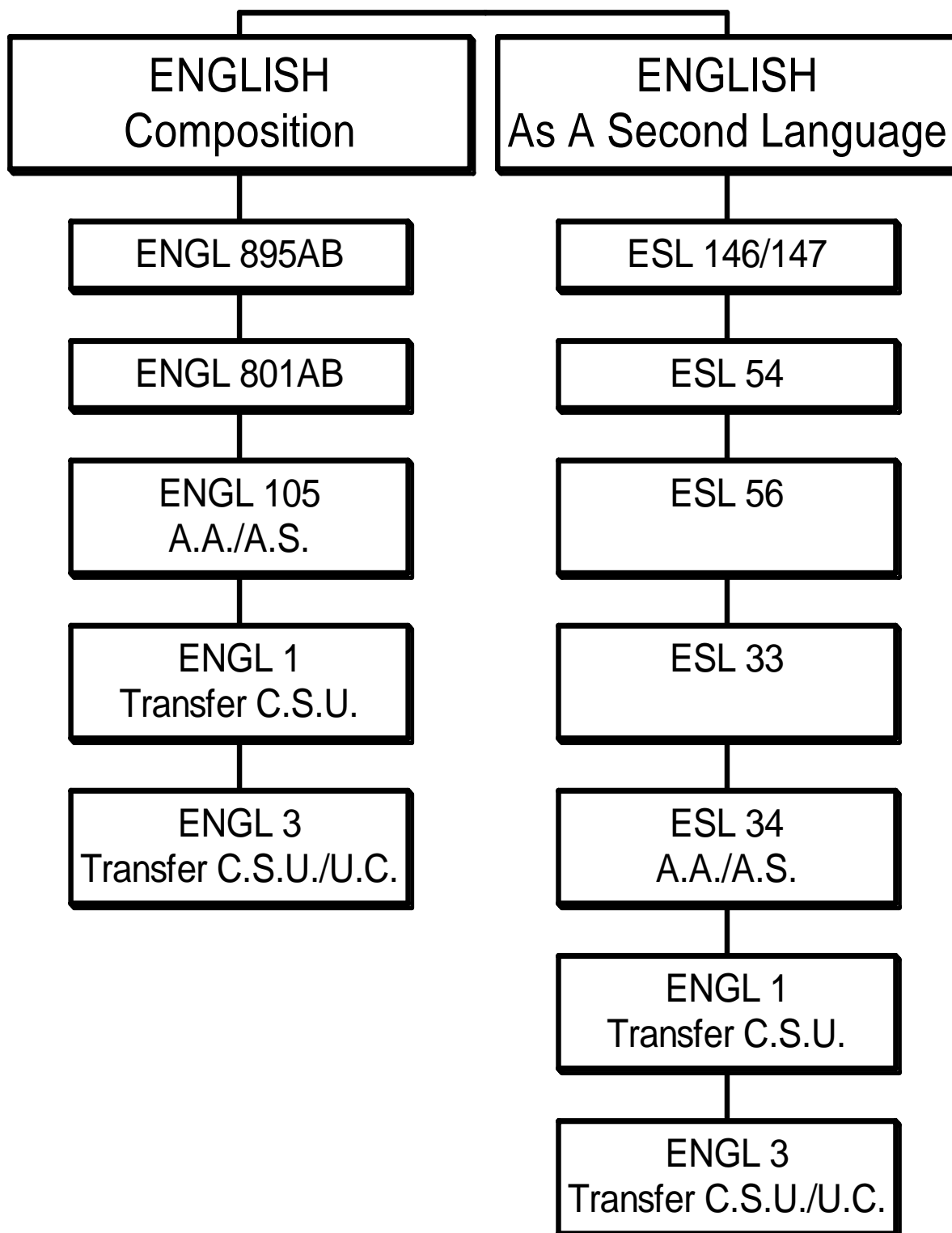
Proficiencies (Graduation Proficiency Requirements): To earn an AA degree at LBCC, you must show proficiencies in the areas of Mathematics, Writing and Reading. (Please see the General Education Course Pattern to see the courses that will fulfill this requirement.) **note:** Transfer students do not need to complete this requirement.

Information Competency: To earn an AA/AS degree at LBCC, you must show competency in the ability to find, evaluate, use and communicate information in all its various formats. It combines aspects of library literacy, research methods and technology proficiency. (Please see the General Education Course Pattern to see the courses that will fulfill this requirement.) **note:** Transfer students do not need to complete this requirement.

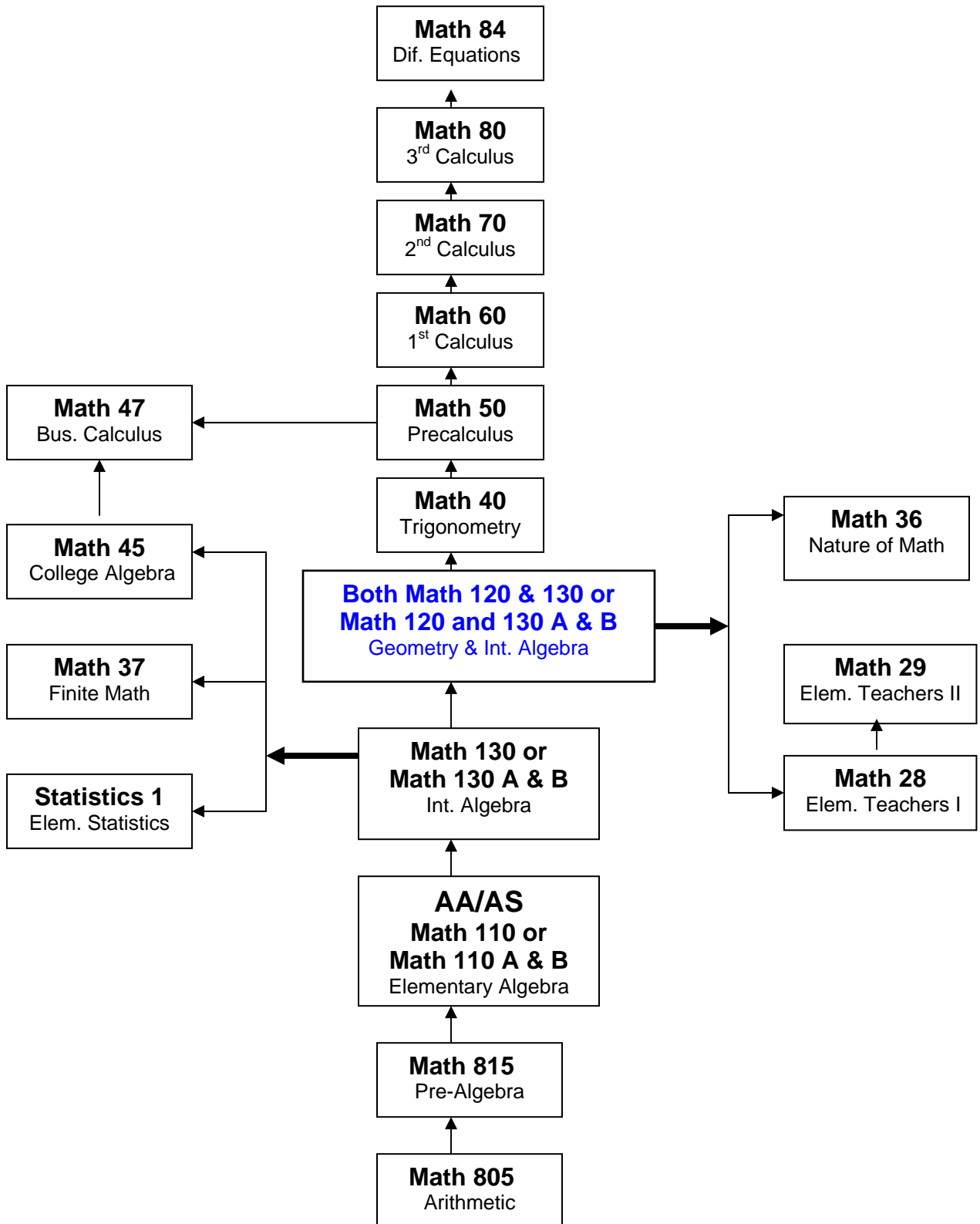
Reading Sequence Chart



English/ESL Composition Sequence Chart



Math Sequence



Registration Process at LBCC

How to Petition for a Class

If the class you wish to register is closed, you may show up to the class and ask the instructor if you can be added (petition) to the class. If the instructor decides to add you to the class, he/she will give you a permission number. You must use the permission number in order to add the class online.

Adding and Dropping Classes

As an international student, you must complete minimum of 12 units each semester.

What must you do if you need to drop below 12 units?

1. You **must** make an appointment to see Judy Oh or Denise Kinsella prior to dropping a class. (You **can not** drop a class due to poor attendance.)
2. Once you have been approved, you **must** drop the course either by online registration system or completing the **Change of Schedule Card** and submitting it to the Admissions and Records Office. Be sure to keep copies of all documents.

OLE On-Line Experience Registration System

To start the registration process:

- 1) Go to the LBCC home page: www.lbcc.edu
- 2) Click on OLE On-Line Experience link
- 3) Click on Register for Classes
- 4) Enter your User ID Your User ID is a capital W followed by your 7-digit student ID number. For example, W0005445. “NOTE: You must use a capital W.”
- 5) Enter your password (If you do not have your password, you must go to the Admissions and Records office with a picture I.D. to receive your password.)

Grade Point Average and Completion Ratio

Definitions of Symbols and Terms

U/A (Units Attempted) -- Includes all units for which grades of A, B, C, D or F only are received. Units with grades of CR/NC are not reflected.

U/P (Units Passed) -- Includes all units completed with a passing grade. Grades of "F" and "N/C" are not reflected.

G/P (Grade Points) -- Grade points are the product of the unit value of the class multiplied by the value of each LETTER grade.

A=4	(3units x A = 12)
B=3	(3units x B = 9)
C=2	(3units x C = 6)
D=1	(3units x D = 3)
F=0	(3units x F = 0)

U/C (Units Completed) -- Includes all units for which grades of A, B, C, D, F or CR only are received. ("W" and "N/C" are not included).

U/E (Units Enrolled) -- Includes all units for which students enroll regardless of the grade received.

$$\text{Grade Point Average (G.P.A.)} = \frac{\text{Grade Points (GP)}}{\text{Units Attempted}}$$

(UA)

$$\text{Completion Ratio} = \frac{\text{Units Completed (UC)}}{\text{Units enrolled (UE)}}$$

< SAMPLE TRANSCRIPT >

<u>Courses</u>	<u>U/A</u>	<u>U/P</u>	<u>GR</u>	<u>G/P</u>	<u>U/C</u>	<u>U/E</u>
Engl 105	4.0	4.0	B(3)	12.0	4.0	4.0
Math 110	4.0	4.0	C(2)	8.0	4.0	4.0
Hist 10	3.0	3.0	C(2)	6.0	3.0	3.0
Geog 40	<u><3.0></u> 11.0	<u>0.0</u> 11.0	W(0)	<u>0.0</u> 26.0	<u>0.0</u> 11.0	<u>3.0</u> 14.0

<p>Grade Point Average (G.P.A.) = $\frac{\text{Grade Points (GP)}}{\text{Units Attempted (UA)}}$</p>
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<p>Completion Ratio = $\frac{\text{Units Completed (UC)}}{\text{Units enrolled (UE)}}$</p>
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G.P.A. = GP/UA	26/11 = 2.36
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Completion Ratio = UC/UE	11/14 = .785
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What are Academic and Progress Probation?

Academic Probation (“D”, “F”)

A student shall be placed on Academic Probation whenever the student’s grade point average falls below 2.0 (C) after the student has attempted more than 12 units of credit at LBCC.

Progress Probation (“W”, “NC”)

A student shall be placed on Progress Probation when after enrolling in minimum of twelve units at LBCC, the student has completed fewer than one-half of the units (.50 completion ratio) in which the student has enrolled as reflected in the academic record.

<u>Units Enrolled</u>	<u>Completion Ratio</u>
0-11.5	no limit
12 or more	.50 (50 %)

Academic and Progress Dismissal

A student on probation for at least two semesters and who has not completed the Counseling Intervention and made up the deficiencies in the student’s academic record as outlined in the probation section shall be dismissed from Long Beach City College unless satisfactory progress indicated during the semester in which the dismissal should normally occur.

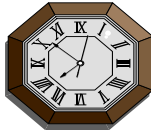
SATISFACTORY PROGRESS is defined as follows:

- A. In the case of academic dismissal, the student must complete at least three units during the semester with a semester grade point average of at least 2.0.
- B. In the case of progress dismissal, the student must enroll in at least three units during the semester. If enrolled in 3 to 5.5 units, the student must have a 1.00 completion ratio (complete all units). If enrolled in six or more units, the student must have a completion ratio of at least .80 (four-fifths).

Academic dismissal shall occur only at the end of the Spring Semester.

Readmission after Dismissal

- A. If a student is dismissed from the college and at the time of dismissal has not completed the Counseling Intervention, the student will NOT be readmitted to the college for at least one full year, consisting of Fall, Spring and Summer, in that order.
- B. Only student who have completed Counseling Intervention may petition for readmission immediately after dismissal.
- C. Students desiring to return after one year of dismissal must complete a readmission petition, which is reviewed by the Readmission Committee.
- D. A dismissed student who is readmitted shall be readmitted as a student on probation and shall be subject to further readmission restrictions and dismissal in accordance with this policy.



Do You Have Time for Success?

Did You Know?

For every hour you are in a lecture class you should plan two hours outside of class to study every week? (Of course, some classes may require more hours of study and some may require less.) How many hours of lecture class are you in every week? (For most students, this is the same as the number of units in which you are enrolled.)

_____ x 2 hours = _____
Hours of lecture per week Hours of study/homework per week

For example, if you are enrolled in 12 units, you must plan for 24 hours (12x2 hours=24 hours) of study/homework OUTSIDE of class. Therefore, you must plan for at least 36 hours of study per week (12 hours in-class + 24 hours out of class time = 36 hours.)

Time Management Grid

Use the Time Management Grid to schedule the time that you are in class, studying and for yourself. (It is important that you schedule time for yourself to enjoy life.)

Time	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
8 am							
9 am							
10 am							
11 am							
12pm							
1 pm							
2 pm							
3 pm							
4 pm							
5 pm							
6 pm							
7 pm							
8 pm							
9 pm							
10 pm							

LBCC Student Services

LBCC offers many services to help support you in your success in college. You can find complete list of all the services in the LBCC Catalog in the sections entitled: General Information, Student and Community Services, and Learning Assistance. You may also visit the Student Services Website at <http://students.lbcc.edu/>

Academic/Learning Assistance Services



While you are at the college you may find it helpful to use one or more of the academic support services that are available to you.

Admissions and Records: Apply for college, register for classes, add & drop classes, file for incompletes, request transcripts and apply for graduation. LAC - Bldg. A, (562) 938-4136 or PCC - Bldg. AA, (562) 938-3944

Adult Learning Center: Instructors, computers and materials are available to assist you with Reading, English, Mathematics and GED preparation. PCC - Bldg. GG129, (562) 938-3991

Assessment Center: Placement Assessments in English, Reading, Mathematics and Chemistry as-well-as the Ability to Benefit Test is available. Make an appointment at <http://matric.lbcc.edu> or call LAC - Bldg. A162, (562) 938-4561 or PCC - Bldg. GG100, (562) 938-3920.

For questions or to retest: LAC - Bldg. W120, (562) 938-4049

Bookstores: Textbooks, supplies, study aids, gifts and clothing are available. LAC - Bldg. A188, (562) 938-4223, (562) 938-4225 or PCC - Bldg. EE153, (562) 938-3010

Career and Job Services Center: A career goal can motivate you. Use computers, research materials, take career assessments and make an appointment with a career counselor. Looking for a full-time or part-time job? On campus or off campus positions available. LAC – L102, (562) 938-4283 or PCC – AA128, (562) 938-3916

Child Care Center: There is quality care for 2-5 year old children for LBCC students. LAC - 4630 Clark Avenue, (562) 938-4253 or PCC - Bldg. OO, (562) 938-3084

Counseling: Make a counseling appointment to complete an educational plan, to identify your goals and to refer you to services to meet your academic, career and personal goals. Online counseling at: <https://onlinecounseling.lbcc.edu> Counseling courses: 1, 7, 48, 49, 50, 800.

LAC - Bldg. A162, (562) 938-4560 or PCC - Bldg. GG100, (562) 938-3920

Disabled Student Programs and Services: If you have a disability, DSPS can assist you. Assistance in registration, academic and personal counseling, note-takers, readers, interpreters, tape recorders, special classes and events are available. LAC - Bldg. A119, (562) 938-4558 or PCC - Bldg. AA119, (562) 938-3921, TTY (562) 938-4833

ESL Learning Center: Individualized instruction or tutoring in literary or communicative skills for ESL students. PCC - Bldg. BB231, (562) 938-3136

ESL Office: Assist ESL students with admissions, assessment and registration process; and provides information about college's student services. PCC - Bldg. DD140, (562) 938-3037

ESL Orientation Office: Present new and continuing student orientation workshops and assist in registration for ESL students. Open day and evening. PCC – Bldg. BB226, (562) 938-3970

Health Services: First Aid, health counseling, educational materials and referrals. LAC - Bldg. Q124, (562) 938-4210 or PCC - Bldg. AA101, (562) 938-3992

International Student Program: Services in immigration matters, academic, career, personal counseling and housing assistance is available. There are opportunities to participate in campus and community services to promote academic success. LAC - Bldg. O, (562) 938-4745

Learning & Academic Resources Department: FREE Tutoring, computer use and assistance to write papers and more. Study Skills courses: Learn 810 & Learn 11. Study Skills Workshops, videos and get help from instructors. LAC - Bldg. L117, (562) 938-4474 or PCC - Bldg. GG129, (562) 938- 3991

Libraries: LAC – Bldg. L, (562) 938-4231 or PCC - Bldg. GG-207, (562) 938-3028

Life Science Learning Center: Audiovisual materials, scientific models and books are available to assist you with biology, anatomy, physiology and health education courses. LAC – Bldg. D214

Math Learning Center: Materials available and assistance with math, physics and chemistry classes. LAC - Bldg. D103, (562) 938-4476 or PCC – Bldg. GG116, (562) 938-3002

Orientation: Receive your placement test results. Get to know LBCC's student support services and educational programs; first semester schedule recommendations. Online Orientation at: <http://orientation.lbcc.edu> LAC – Bldg. W120, (562) 938-4963

Psychological Services: Feeling Stressed Out? Free personal counseling for all students. LAC – Bldg. A162, (562) 938-4560 or PCC – Bldg. GG100, (562) 938-3922

Student Life: Get involved in college! Meet people. Join a club, attend events, leadership, teamwork and community service. LAC - Bldg. E, (562) 938-4552 or PCC - Bldg. EE157, (562) 938-3983

Student Success/Transfer Services Center: Helps new and transfer students succeed. Offers registration and transfer workshops; access LBCC services online, talk to university representatives and receive assistance with transfer questions and procedures. LAC - Bldg. A156, (562) 938- 4030 or PCC-Bldg.GG100, (562) 938-3920

Veterans Affairs: If you are receiving veteran’s benefits to attend LBCC it is important to see the VA’s Office Technician. PCC - Bldg. AA122, (562) 938-3929

Women’s & Men’s Resource Center: Women and men of all ages can receive counseling and testing services; attend workshops and Single Parent discussion groups. PCC - Bldg. DD144, (562) 938–3987

Writing and Reading Center: Offers assistance in reading, writing and vocabulary. LAC - Bldg. L149, (562) 938-4520, or PCC - Bldg. GG129, (562) 938-3991

Counseling and Student Support Services

Students should see a counselor every semester. Even students who are clear about their goals should see a counselor because requirements change frequently; therefore it is important for students to have up-to-date information and guidance. Each of the services listed below has counseling faculty that have been trained to help you in the educational planning process.

Scholarship Opportunities

Since international students do not qualify for Financial Aid, we strongly encourage you to apply for scholarships.

Scholarship Office: Scholarships qualifications vary from financial need, major or special abilities such as leadership and academic merit. <http://scholarships.lbcc.edu> (Scholarship search service: www.fastweb.com) LAC - Bldg. I, (562) 938-4267 or PCC - Bldg. AA, (562) 938–3936

Long Beach City College administers more than 900 scholarships each year. These scholarships are funded by campus and community organizations, local businesses and private donors. Applications for scholarships are available at the beginning of November and are due at the end of January.

